

CM/ECF CRIMINAL AFFIDAVIT (NON-MOTION) ATTORNEY TRAINING

Docketing an Affidavit (non-motion) in a Criminal Case

1. Log in to CM/ECF. Locate the **CM/ECF Main Menu Bar** at the top of the screen. Click on the **Criminal** option on the **CM/ECF Main Menu Bar** (see Figure 1).

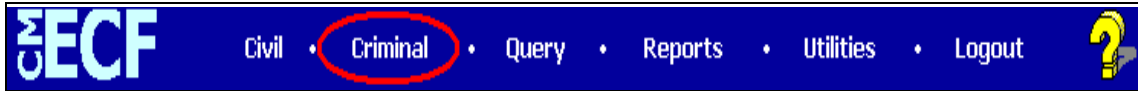


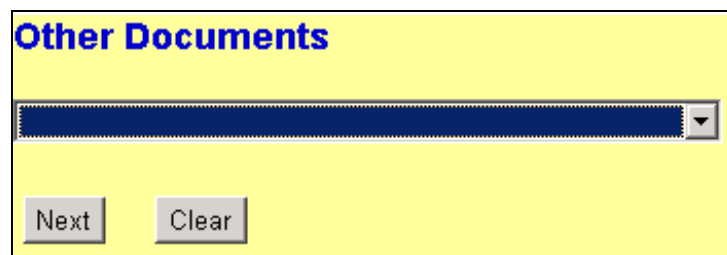
Figure 1 CM/ECF Main Menu bar

2. The system will display the **Criminal Events** screen. Click on **Other Documents** in the Other Filings section (see Figure 2).

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3. The system will display the **Other Documents** event selection screen (see Figure 3).



The screenshot shows a web interface titled "Other Documents" in blue text on a yellow background. Below the title is a long, empty blue search bar with a dropdown arrow on the right. At the bottom of the interface are two gray buttons labeled "Next" and "Clear".

Figure 3 - Other Documents Selection screen



The screenshot shows the "Criminal Events" screen of the CM/ECF system. The top navigation bar is blue with the "ECF" logo and links for "Civil", "Criminal", "Query", "Reports", "Utilities", and "Logout". A yellow question mark icon is on the right. The main content area is yellow and lists several categories of events with links: "Charging Instruments and Pleas" (with link "Plea-Related Documents"), "Motions and Related Filings" (with links "Motions" and "Responses and Replies"), and "Other Filings" (with links "Discovery Documents", "Waivers", "Service of Process", "Notices", "Trial Documents", "Appeal Documents", and "Other Documents"). The "Other Documents" link is circled in red.

Figure 2 - Criminal Events screen

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- a. Click on the down-arrow. The system will display a list of the various types of other documents. Click on the down-arrow or scroll down to select **Affidavit (non-motion)** from the list. Click on the words **Affidavit (non-motion)**. Once the **Affidavit (non-motion)** event appears highlighted, click on the [**Next**] button to continue (see Figure 3a).

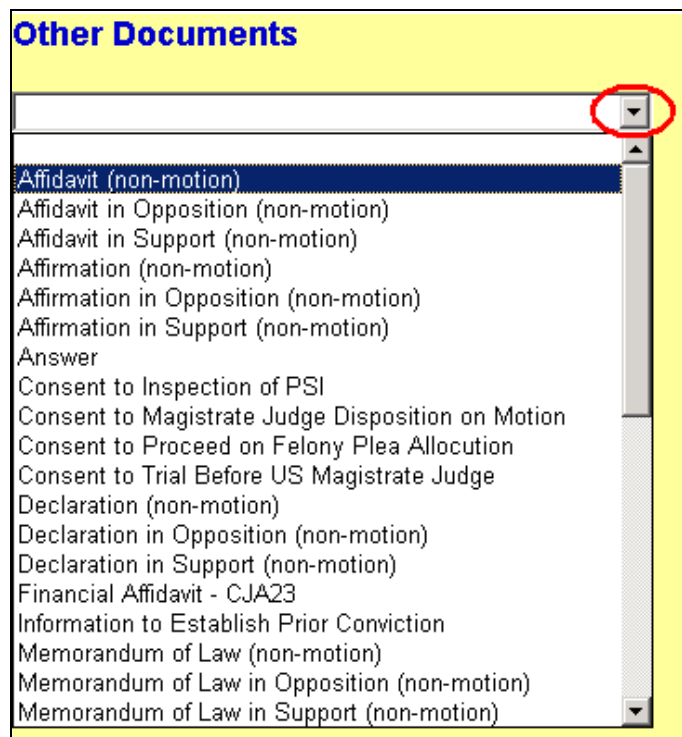


Figure 3a - Other Documents drop-down menu

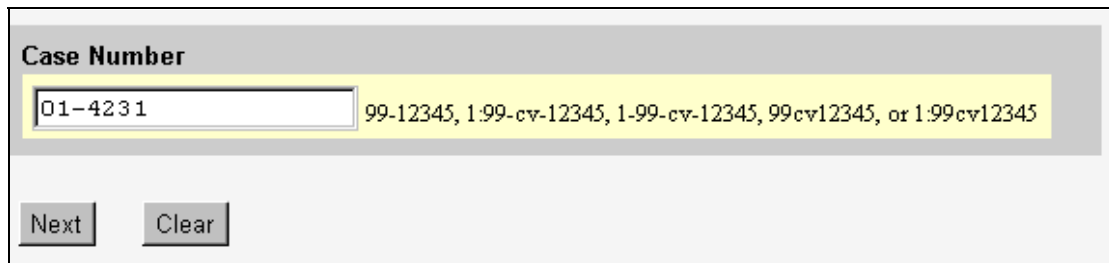
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4. The system will display the **Case Number** screen. Enter the case number in the **Case Number** box, using one of the formats displayed. For example: **99-12345**, **1:99-cr-12345**, **1-99-cr-12345**, **99cr12345** or **1:99cr12345**. Click the **[Next]** button to continue (see Figure 4).



Case Number

01-4231 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Figure 4 - Case Number screen

- a. If the case number displayed is **not** a valid case number, the system will display the following message:

1:yy-cr-nnnnn is not a valid case. Please enter a valid value.

Click the **[Back]** button. The system will return you to the **Case Number** screen. Enter a valid case number, using one of the formats outlined in Step 4.
 - b. If the case number is a valid case number, the system will display the **Defendant selection** screen **or** the **Case number verification** screen.
5. If there is only **ONE** defendant in the case the **Defendant selection** screen will **NOT** appear.

NOTE: If there are more than one defendant in the case, the system will display the **Defendant selection** screen (see Figure 5).

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- a. To select **some** but not all of the defendants in the case, click the **check box** to the left of each of the defendant's name you wish to select. Click the [**Next**] button to continue.
- b. To select **all** of the defendants in the case, click the **All defendants check box** and then click the [**Next**] button to continue.

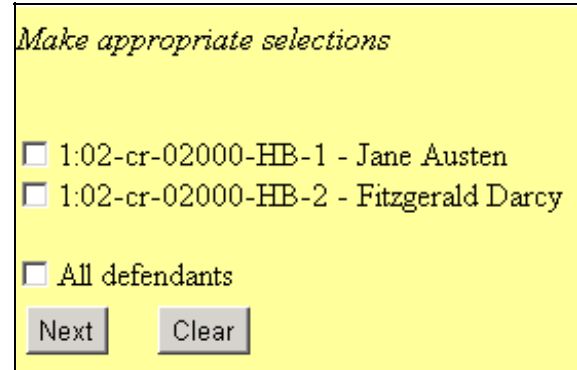


Figure 5 - Defendant Selection screen

6. The purpose of the **Case number verification** screen is for you to verify the case number entered earlier in Step 4 (see Figure 6).

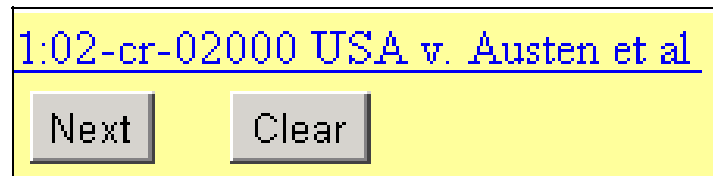


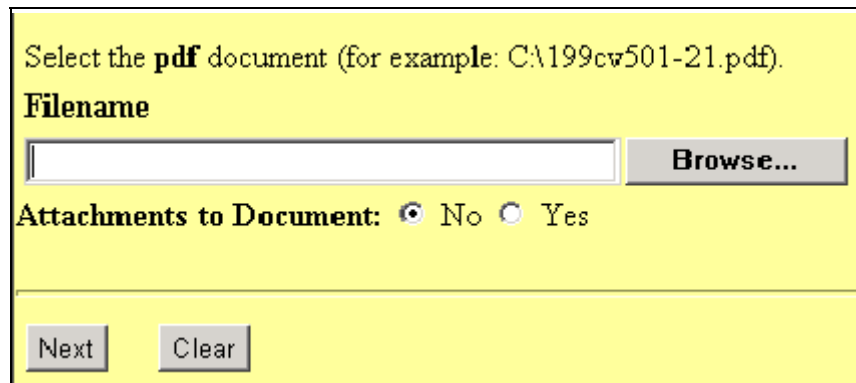
Figure 6 - Case Number Verification screen

- a. If this is the correct case, click the [**Next**] button.
- b. If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4, 5 and 6.
- c. If this is the correct case, click the [**Next**] button.
- d. If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in

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- Step 4). Once you reach the **Case Number** screen, repeat Steps 4, 5 and 6.
7. The system will display the **pdf document** screen. The **pdf document** screen is used to associate a PDF file/document with the docket entry being docketed (see Figure 8).



Select the **pdf** document (for example: CA199cw501-21.pdf).

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next **Clear**

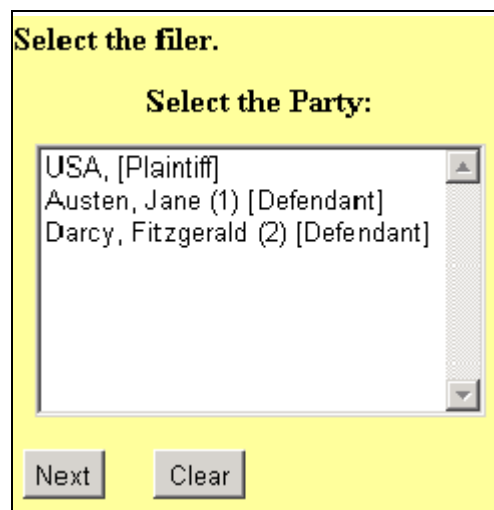
Figure 8 - PDF Document Screen

- a. To associate a PDF Document with this docket entry, and if the PDF Document has any attachments, click the [**Browse...**] button and refer to the **Procedures For Uploading a PDF Document and Attaching an Attachment in CM/ECF**. After attaching the PDF Document, click the [**Next**] button to continue.

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8. The system will display the **Party Selection** screen (see Figure 7).



Select the filer.

Select the Party:

USA, [Plaintiff]
Austen, Jane (1) [Defendant]
Darcy, Fitzgerald (2) [Defendant]

Next Clear

Figure 7 - Party Selection screen

- a. This screen is for you to **Select the filer** who is filing the Affidavit (non-motion). The name(s) of the party(ies) you select will appear in the docket text. Click on the party's name to highlight it, or click on the down-arrow to scroll down if necessary, and click on the party's name to highlight it and select the party's name from the list. If there is more than one party to select, see **NOTE** below. Otherwise, click on the **[Next]** button to continue.

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NOTE: There are two methods in which to select more than one party.

For parties listed consecutively:

Click on the first party listed. That party's name should appear highlighted. You may need to scroll down, if necessary to select the other parties. While holding down the Shift key, click on the last party. The first party down to the last party should be highlighted. Click on the [**Next**] button to continue.

*For parties **NOT** listed consecutively:*

Click on the first party listed. That party's name should appear highlighted. You may need to scroll down, if necessary to select the other parties. While holding down the Ctrl key, click on each party needed. The parties selected should be highlighted. Click on the [**Next**] button to continue.

NOTE: Please make sure that the party you select in this step is the **same** party/defendant that you selected earlier in Step 5, if Step 5 occurred.

9. The system will display the following screen and prompt the user to **Enter NAME OF PERSON who Affidavit is Of in the box** (see Figure 9).

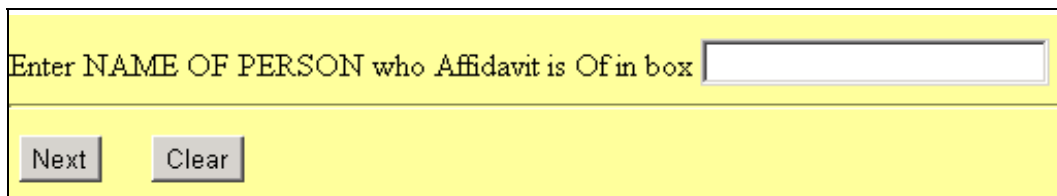


Figure 9 - Name of Person who Affidavit is of box

Enter the **Name of the Person** who the Affidavit is of in the box next to the prompt. Click the [**Next**] button to continue.

10. The system will display the **Refer to existing event** screen and prompt you to **Select the Document to which this Affidavit relates to**. The purpose of this

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screen is for you to refer the current event being docketed to an existing event (see Figure 10).

- a. If the current event being docketed **does not refer to an existing event**, then click the [**Next**] button and proceed to Step 11.

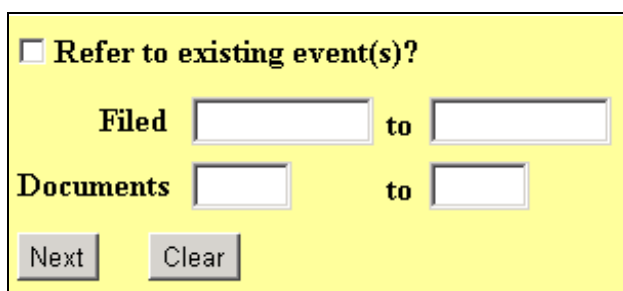


Figure 10 - Refer to Existing screen

- b. If the current event being docketed **refers to an existing event**, then you **must** click on the box to the far left of the **Refer to existing event(s) ?**. A check mark should appear in the box. Click the [**Next**] button and proceed to Step 10bi

NOTE: You can limit the documents displayed by entering beginning and/or ending date(s) in the **Filed** date range box, or by entering starting and/or ending document numbers in the **Documents** number range box.

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- i. The system will display the **Document Selection** screen. The system will prompt you to *Select the appropriate event(s) to which your event relates:*, and a list of all the documents filed in the case will be displayed. Select the document which this declaration relates to. To select a document, click in the **check box** at the far left of the **Document Selection** screen next to the document, if it has not already been selected. You can select as many documents that are applicable. When you have checked the correct document, click the **[Next]** button to continue (see Figure 10bi).

1:02-cr-02000-HB Fitzgerald Darcy

<input type="checkbox"/>	10/24/2002	Arrest Warrant Issued as to Fitzgerald Darcy. (Signed by Judge Harold Baer on 10/24/02) (Jocelyn, Martine)
<input type="checkbox"/>	04/03/2003	Minute Entry for proceedings held before Judge Harold Baer : As to Fitzgerald Darcy. Initial Appearance set for 4/24/2003 10:00 AM before Judge Harold Baer. (admin,)
<input type="checkbox"/>	09/11/2003	<u>27</u> MOTION to Change Venue. Document filed by Fitzgerald Darcy. (admin,) (Entered: 10/11/2003)
<input type="checkbox"/>	10/11/2003	<u>28</u> MOTION to Transfer Case. Document filed by Jane Austen as to Fitzgerald Darcy. (admin,)

Figure 10bi - Document Selection screen

NOTE: If the document number of the document is underlined and highlighted in blue, it means that there is a pdf document associated with that entry. To view the pdf document associated with that entry, click on the document number [nn](#). The system will then take you to the **PACER Login** screen. Enter your **PACER Login** and **Password**. View the document. To return to the **Motion Selection** screen, Log out of PACER.

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11. The system will display the **Modify Docket Text** screen. Thoroughly check the docket text for accuracy. If additional docket text needs to be added to the memorandum of law in support of motion, then insert the additional text in the text box. When the docket text is complete and accurate, click the **[Next]** button (see Figure 11).

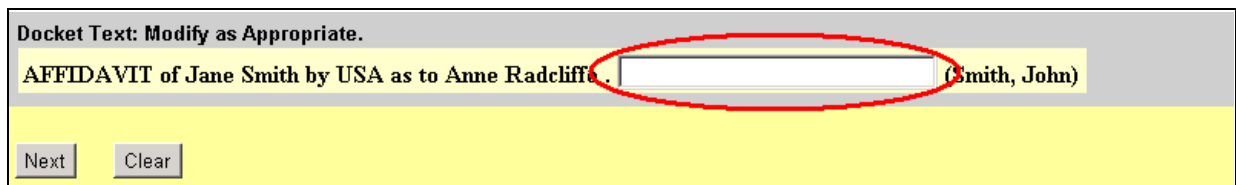


Figure 11 - Modify Docket Text screen

12. The system will display the **Docket Text: Final Text** screen. The docket text from the transaction docketed will be displayed again. The system will display the following message:

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

NOTE: CHECK THE DOCKET TEXT CAREFULLY HERE. THIS IS THE LAST CHANCE FOR YOU TO GO BACK AND CORRECT ANY ERRORS IN THE TRANSACTION OR TO LEAVE THE TRANSACTION AND START OVER BY CLICKING THE CRIMINAL OPTION ON THE CM/ECF MAIN MENU BAR.

When you click the **[Next]** button on this screen, you are submitting this transaction to the CM/ECF database. If there is a mistake in the transaction, you will **not** be able to click the **Back** button of your browser to make any corrections.

If you are completely satisfied with the transaction, click the **[Next]** button to

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complete the docketing of this transaction.

13. The system will display the **Notice of Electronic Filing** screen. The **Notice of Electronic Filing** screen is the verification that the filing has been sent electronically to the court's database. It certifies that this now an official court document (see Figure 13).

- a. To print a copy of this notice, click the browser **Print** icon.
- b. To save a copy of this receipt, click the **File** option on the browser menu.

NOTE: When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing/docketing of your transaction. You can select a choice from the **CM/ECF Main Menu Bar** at the top of the screen. For example you can click on **Civil** or **Criminal** to file/docket another transaction.

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Notice of Electronic Filing

The following transaction was received from Leslie LeFord on 10/29/2001 at 2:42 PM CST

Case Name: Schwarzkopf v. Smith

Case Number: [0-01-04231-RB](#)

Document Number: [19](#)

Docket Text:

MOTION to Continue by Joe Smith. (Ledford, Kerry)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:R:/TRAINING/ECF/Docs_PDF/ECFdocs/Motion.PDF

Electronic document Stamp:

[STAMP dcstdStamp_ID=981407491 [Date=10/29/2001] [FileNumber=50855-0]
[3f9f4f49836ae59be00306477b777c2dbc6dc6f8b64b9530ad63962089ccd394dc735
12a16b3c4e11ef754e17e46a53ccdc5d5eb14d5f549179dbc3da4ad03a7]]

0-01-04231-RB Notice will be electronically mailed to:

0-01-04231-RB Notice will not be electronically mailed to:

Dale P. Jones
Jones and Associates
129 Main Street
San Antonio, TX 78209

Leslie LeFord
Courthouse Steps
271 Main Plaza
San Antonio, TX 78201

Figure 13 - Notice of Electronic Filing screen